

Administrative Service Contracts

(Not Preferred Source)



Office of General Services Procurement Services

Coming Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | customer.services@ogs.ny.gov | 518-474-6717

Contractor Information Summary

Updated: March 08, 2022

Group 73003 – ADMINISTRATIVE SERVICES (STATEWIDE)

Award Number: [23057](#)

Contract Period

October 25, 2017 – October 24, 2022

LOT	OGS CONTRACT NUMBER	CONTRACTOR INFORMATION DO NOT USE THE BELOW EMAILS FOR RFQ REQUESTS – USE MAILING LIST LINK	CONTRACT SPECIFICS
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LOT 11	PS68888	22nd Century Technologies, Inc. 8251 Greensboro Drive, Suite 900 McLean, VA 22102 Sandeep Singh (703) 286-7655 Govt@tscti.com	Federal ID 22-3502121 Vendor ID 1000020035	Price List Quality Control Procedures
LOT 11	PS67870 SB	American Communications Industries, Inc. 111 Kreischer Street Staten Island, NY 10309 Joseph Misseri 718-967-2220 x13 jmisseri@americancommunication.com	Federal ID 22-3426378 Vendor ID 1000033592	Price List Quality Control Procedures
LOT 6	PS67871 SB WBE	American Sign Language, Inc. 7815 N. Dale Mabry Highway Suite 202 Tampa, FL 33614 Sabrina Redman 813-467-7220 sabrina@asli.com	Federal ID 13-3844996 Vendor ID 1000006477	Price List Quality Control Procedures
LOT 3	PS67873	ANP Reporting d/b/a ANP Transcriptions 81 Central Highway #679 Stony Point, NY 10980 Larry Perrone 845-893-2859 lperrone@anptranscriptions.com	Federal ID 20-0813627 Vendor ID 1000029867	Price List Quality Control Procedures
LOT 11	PS67874	Advanced Network Services, LLC (ANS) 12 Elmwood Road Menands, NY 12204 Brendan Delaney 518-292-6580 bdelaney@anscorporate.com	Federal ID 14-1827814 Vendor ID 1000042046	Price List Quality Control Procedures



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LOT 7, 8	PS67877	Aya Healthcare, Inc. 5930 Cornerstone Court West #300 San Diego, CA 92121 Adair Hoenig 858-461-6475 NYSOGS@ayahealthcare.com	Federal ID 27-0738500 Vendor ID 1100084033 Price List Quality Control Procedures
LOT 1, 4, 5, 11	PS67878 SB MBE WBE	Beatty's Services, Inc. 127 West 127 th Street Suite 308 New York, NY 10027 Myneika White 800-878-9658 ogsorders@beattys2.com	Federal ID 13-3694247 Vendor ID 1000001340 Price List Quality Control Procedures
LOT 8	PS67879 SB	Careline Services, Inc. 347 Fifth Avenue Suite 1402 New York, NY 10016 David Lawler 212-686-8881 dlawler@carelineservices.com	Federal ID 20-0828088 Vendor ID 1000033613 Price List Quality Control Procedures
LOT 11	PS67880	Construction Force Services, Inc. 260 West Sunrise Hwy Suite 303 Valley Stream, NY 11581 David Terlinsky 718-762-6333 x108 Toll Free- 800-566-3350 david@constructionforce.com	Federal ID 11-3512427 Vendor ID 1000000761 Price List Quality Control Procedures
LOT 6	PS67881	Corporate Translation Services, Inc. 701 Northeast 136 th Ave Suite 200 Vancouver, WA 98684 George Schoeck 360-433-0401 NewYork@language.link	Federal ID 91-1506430 Vendor ID 1000047516 Price List Quality Control Procedures



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LOT 2, 3	PS67883	eScribers, LLC 352 7 th Ave Suite 604 New York, NY 10001 Aryeh Bak 973-406-2250 x201 abak@escribers.net	Federal ID 20-3656767 Vendor ID 1100023600	Price List Quality Control Procedures
LOT 1, 8	PS67884	Ethan Allen Personnel Group, Inc. d/b/a Ethan Allen Staffing 59 Academy Street Poughkeepsie, NY 12601 Elizabeth Domenico 845-471-9667 elizabeth@eaworkforce.com	Federal ID 14-1832553 Vendor ID 1100001659	Price List Quality Control Procedures
LOT 1, 5, 7, 8	PS67885	ExecuSearch Holdings, LLC d/b/a The Execu/Search Group 675 Third Avenue 5 th Floor New York, New York 10017 Kyle Mattice 212-204-5102 kwm@execu-search.com	Federal ID 81-3073919 Vendor ID 1100178435	Price List Quality Control Procedures
LOT 11	PS67886	Falcon Data Networks, LLC 103 West Road Pleasant Valley, NY 12569 Patrick Rowland 845-723-4446 admin@falcondatanetworks.com	Federal ID 13-4249254 Vendor ID ID1000019523	Price List Quality Control Procedures
LOT 1, 4, 5, 8	PS67887 SB WBE	Fusco Personnel, Inc. 4 Executive Park Drive Albany, NY12203 Patricia A. Fusco 518-869-6100 Toll Free 800-343-8726 patty@fuscopersonnel.net	Federal ID 14-1771046 Vendor ID 1000007170	Price List Quality Control Procedures



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LOT 5, 7, 8	PS67888	General Healthcare Resources, LLC 1218 Central Ave. Suite 100 Albany, NY 12205 Niina Laitinen (610) 684-4570 (800) 879-4471 contracts@ghresources.com	Federal ID 23-2720209 Vendor ID 1100189013 Price List Quality Control Procedures
LOT 3, 6	PS67889	Geneva Worldwide, Inc. 256 West 38 th Street 10th Floor New York, NY 10018 Louis Lesce <i>and</i> Michelle Lemus Louis: 212-255-8400 x 115 Michelle: 212-255-8400 x 164 Toll free 877-Go-Geneva llesce@genevaworldwide.com mlemus@genevaworldwide.com	Federal ID 13-3897160 Vendor ID 1000001361 Price List Quality Control Procedures
LOT 4, 5	PS67890 SB Temporarily Suspended	Heber Associates, Inc. 420 Quaker Road Queensbury, NY 12804 Mike Baxter Controller 518-793-2727 Toll Free 888-998-8829 mike@heberassociates.com	Federal ID 14-1460248 Vendor ID 1000001613 Price List Quality Control Procedures
LOT 1, 5, 7, 8	PS67891 SB	Horizon Healthcare Staffing 20 Jerusalem Ave. 3 rd Floor Hicksville, NY 11801 Nancy Goldstein 516-326-2020 x413 nancy@hhstaff.com	Federal ID 11-3130244 Vendor ID 1100000783 Price List Quality Control Procedures



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LOT 1, 4, 5	PS67892	Howroyd Wright Employment Agency, Inc. d/b/a AppleOne Employment Services 1999 West 190 th Street Torrance, CA 90504 Maurice C. Welch, Sr. 310-750-3400 govsolutions@appleone.com	Federal ID 95-2580864 Vendor ID 1000009814	Price List Quality Control Procedures
LOT 1, 4, 5	PS67893 SB MBE	IIT, Inc. 6 Cornish Court Suite 101 Huntington Station, NY 11746 Anu Kumar 631-254-8600 x 503 nystemps@iit-inc.com	Federal ID 11-3243959 Vendor ID 1000012173	Price List Quality Control Procedures
LOT 1, 4, 5, 11	PS67894	Industrial Staffing Services, Inc. 25 Kennedy Blvd Suite 200 East Brunswick, NJ 08816 Jourdan Block 732-390-7100 jourdan@staffing-the-universe.com	Federal ID 20-0499856 Vendor ID 1100017561	Price List Quality Control Procedures
LOT 11	PS67895 SB	Interface Cable Assemblies & Services Corp. (ICAS) 42-19 23 rd Ave. Long Island City, NY 11105 Patrick Ruiz 718-278-1100 ext.126 or 631-672-7666 pruiz@icascorp.com	Federal ID 11-2590354 Vendor ID 1000005726	Price List Quality Control Procedures
LOT 1, 4, 5	PS67896 WBE SB	Integrated Staffing Corporation 463 Maple Ave Saratoga Springs, NY 12866 Dhianna Yezzi 518-583-7823 dyezzi@integratedstaffingcorp.com	Federal ID 27-0160903 Vendor ID 1100188991	Price List Quality Control Procedures



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LOT 1, 4, 5	PS67897	IOS Acquisitions, LLC 555 Madison Ave. 5 th Fl. New York, NY 10022 Susan Kennedy 212-430-1703 skennedy@iosstaffing.com	Federal ID 47-3378693 Vendor ID 1100167972	Price List Quality Control Procedures
LOT 1, 5	PS67898 SB MBE WBE	Jennifer Temps, Inc. 80 Maiden Lane Suite 1402 New York, NY 10038 Jennifer Singleton 212-964-8367 Toll Free 866-427-1352 jsingleton@jennifertemps.com	Federal ID 13-3676804 Vendor ID 1000001334	Price List Quality Control Procedures
LOT 11	PS67899 WBE	Kasselman Electric, Inc. 29 Broad St. Albany, NY 12202 Brad Kasselman 518-729-0164 bradk@kasselmanelectric.com	Federal ID 14-1504270 Vendor ID 1000001638	Price List Quality Control Procedures
LOT 1, 4, 5	PS67900	Kelly Services 999 West Big Beaver Road Troy, MI 48084 Anthony Godino 518-489-6060 godinag@kellyservices.com	Federal ID 38-1510762 Vendor ID 1000004844	Price List Quality Control Procedures
LOT 1, 4, 5	PS67901 SB WBE	Knowledge Builders, Inc. 1977 Western Avenue Albany, New York 12203 Sanjay Kapalli (518) 250-4189 OGSAdminJobs@knowledgebuilders.com	Federal ID 20-3057365 Vendor ID 1000016660	Price List Quality Control Procedures



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LOT 6	PS67902	Language Line Services, Inc. 1 Lower Ragsdale Drive Bldg. 2 Monterey, CA 93940 LeRue Carr 831-648-5575 Toll Free 800-752-6096 rfpmanager@languageline.com	Federal ID 77-0586710 Vendor ID 1000009702	Price List Quality Control Procedures
LOT 6	PS67903	Language Services Associates, Inc. 455 Business Center Drive Suite 100 Horsham, PA 19044 Tom Benton 215-259-7000 x 55325 Toll Free 800-305-9673 x 55325 tbenton@lsaweb.com	Federal ID 23-2831198 Vendor ID 1000004650	Price List Quality Control Procedures
LOT 6	PS67904 SB	LinguaLinx Language Solutions, Inc. d/b/a: LinguaLinx, Inc. 433 River Street Troy, NY 12180 Erin Tompkins (518) 388-9000 x 1023 etompkins@lingualinx.com	Federal ID 01-0749117 Vendor ID 1000010901	Price List Quality Control Procedures
LOT 7, 8	PS67905	Maxim Healthcare Services, Inc. 7227 Lee Deforest Drive Columbia, MD 21046 Zach Fowler 616-901-9302 NYSales@maxhealth.com	Federal ID 52-1590951 Vendor ID 1000032029	Price List Quality Control Procedures
LOT 6	PS67907	Michael Giammarino d/b/a Language Today 520 Green Mountain Road Mahwah, NJ 07430 Michael Giammarino 201.981.4738 languagetoday@aol.com	Federal ID 26-2491640 Vendor ID 1100020101	Price List Quality Control Procedures



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LOT 5, 7, 8, 10	PS67908	MSI Systems Corp. d/b/a Medical Search International 23 Vreeland Road Suite 210 Florham Park, NJ 07932 John Murray 862-251-0243 Toll Free 866-633-5665 jmurray@medsearchint.com	Federal ID 02-0621776 Vendor ID 1000046926	Price List Quality Control Procedures
LOT 1, 4, 5	PS67910 SB MBE	National Disaster Recovery Technical Assistance Consultants, Inc. 59 Court St. Suite 202 Binghamton, NY 13901 Jayesh Desai 607-321-1088 jayesh@ndrtac.com	Federal ID 26-3561133 Vendor ID 1000019786	Price List Quality Control Procedures
LOT 1, 4, 5, 7, 8, 9, 10	PS67911 MBE WBE	New Wave People, Inc. 100 Horizon Blvd. Suite 212 Hamilton, NJ 08692 Raymond Paterek 732-786-9070 rp@nwputsa.com	Federal ID 22-3736182 Vendor ID 1000008869	Price List Quality Control Procedures
LOT 1, 4, 5	PS67912 SB MBE	Nexus Staffing, Inc. 99 Tulip Ave, Suite 105 Floral Park, NY 11001 Finny Varghese 347-842-4838 fvarghese@nexusstaff.com	Federal ID 20-2322144 Vendor ID 1000057332	Price List Quality Control Procedures
LOT 1, 4, 5, 7, 8, 9, 10	PS67914	Noor Associates, Inc. 622 Third Ave 7 th Floor New York, NY 10017 Jacob Eletto 212-812-3389 hr@noorstaffing.com	Federal ID 20-3236508 Vendor ID 1100125610	Price List Quality Control Procedures



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LOT 1, 4, 5, 8	PS67915 SB MBE WBE	Penda Aiken, Inc. 330 Livingston Street Brooklyn, NY 11217 Penda Aiken and Jeffrey Shlager 718-643-4880 Toll Free: 855-633-9291 paiken@pendaaiken.com jshlager@pendaaiken.com	Federal ID 11-2986907 Vendor ID 1000000641	Price List Quality Control Procedures
LOT 2	PS67916 SB WBE	Precise Court Reporting Services, Inc. 200 Old Country Road Suite 500A Mineola, NY 11501 Florence E. Seff 516-747-9393 Toll Free 800-810-9393 florence@precisecrs.com	Federal ID 11-2975988 Vendor ID 1000005825	Price List Quality Control Procedures
LOT 1, 4, 5, 7, 8	PS67917	Randstad North America, Inc. 300 Broadhollow Road Suite 102 W Melville, NY 11747 Christina Parker 631-582-2148 Christina.parker@randstadusa.com	Federal ID 58-2426357 Vendor ID 1100010375	Price List Quality Control Procedures
LOT 1, 4, 5	PS67918	Robert Half International, Inc. 125 Park Ave, 4 th floor New York, NY 10017 Marisa Armstrong <i>and</i> Dawn Antonelli 212-687-7878 Marisa.armstrong@roberthalf.com Dawn.antonelli@roberthalf.com	Federal ID 94-1648752 Vendor ID 1000032839	Price List Quality Control Procedures
LOT 1, 5, 7	PS67919 SB WBE	Royal Temporaries, Inc. 417 Electronics Parkway Liverpool, NY 13088 Tami Rowe 315-432-5636 x112 Tami@stafkings.com	Federal ID 16-1410532 Vendor ID 1100108795	Price List Quality Control Procedures



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LOT 5, 6, 7, 8, 9, 10	PS67921	SHC Services, Inc. d/b/a Supplemental Healthcare 95 John Muir Dr, Suite 100 Buffalo, NY 14228 Brandon Blackmore 716-249-2864 Toll Free: 800-543-9399 bjblackmore@shccares.com	Federal ID 16-1216796 Vendor ID 1000007892	Price List Quality Control Procedures
LOT 1, 4, 5, 7, 8, 9, 10	PS67922	Staff Today, Inc. 212 East Rowland St, #313 Covina, CA 91723 Aby Lilian Mamboleo 626-974-5561 contracts@stafftodayinc.com	Federal ID 45-3679064 Vendor ID 1100086162	Price List Quality Control Procedures
LOT 1, 4, 5	PS67923 WBE	TempForce, LLC d/b/a Accustaff 1692 Central Avenue Albany, NY 12205 Heather Rafferty 518-869-8523 heather.rafferty@accustaffny.com	Federal ID 58-2422206 Vendor ID 1000009551	Price List Quality Control Procedures
LOT 5, 11	PS67924 SB	Washington Computer Services, Inc. 225 West 35 th St., 17 th Flr. New York, NY 10001 Jeff Singer 212-997-9882 jeff.singer@washcomp.com	Federal ID 13-3086643 Vendor ID 1000032987	Price List Quality Control Procedures
LOT 8	PS67925	White Glove Placement, Inc. 89 Bartlett Street Brooklyn, NY 11206 Shevy Posner 718-387-8181 x 180 ogs@whiteglovecare.net	Federal ID 11-3412078 Vendor ID 1000000745	Price List Quality Control Procedures



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LOT 1, 4, 5, 7, 8, 9, 10	PS67926	Winston Support Services, LLC 122 East 42 nd St New York, NY 10168 Ray McCourt 212-557-5000 x 460 rmccourt@winstonstaffing.com	Federal ID 80-0004314 Vendor ID 1100014899	Price List Quality Control Procedures

Temporary Personnel Definition

&

Office Service Categories

Temporary Personnel-Office

List of Preferred Source Offerings Section D Approved Services

November 8, 2017

Temporary Personnel-Office ("Office Temps") are workers hired for a pre-determined period to provide program support and assistance. Office Temps assist with a wide range of administrative and clerical functions and may range in skill from entry level to highly experienced personnel.

Notice to Purchasing entities:

1. The following job descriptions and service categories are intended to provide guidance to purchasing entities. Because job titles vary by purchasing entity, the service categories that follow identify approved Preferred Source Office Temp service offerings.
2. The Office Temp service categories and job descriptions contain a set of tasks and general expectations which have been grouped together and categorized under service category headings. Purchasing entities must define their scope of work, staffing needs, and the level of skill required to meet their form, function, and utility requirements.
3. **Any job title identified by a purchasing entity must have an accompanying job description that aligns with the approved temp service categories under this definition.**

The definition of Temporary Personnel-Office is a framework under which Preferred Sources are approved to offer support functions. Experienced Office Temps may be required to supervise others.

4. This definition does not include the following:
 - a) Positions requiring policy decision making, financial advising, counseling, or program management.
 - b) Any positions that require a certification or license including but not limited to: services as an accountant, actuary, architect, attorney, physician, engineer, nurse, laboratory technician, paralegal, social worker, etc.
 - c) Any positions requiring Information Technology ("IT") hardware, software or system analysis, design development, programming, implementation, support, troubleshooting, repair, end user (break-fix) technical support, account administration, IT Helpdesk, etc.
 - d) Positions requiring manual labor services such as janitorial, maintenance, custodial, grounds, laundry, housekeeping, general labor, moving, warehouse, or construction trades etc.

At a minimum, Office Temps under all Service Categories should be able to utilize office equipment to enter and retrieve data. This includes but is not limited to the ability to use desktop or laptop computers, computer terminals, copiers, fax machines, desktop scanners, or multifunction devices to fax, scan, photo copy, etc. Office Temps should be able to communicate at a level and in the number of languages which meet the purchasing entity's form, function, and utility requirement. Office Temps may also be required to triage basic office computer and printer related issues, which require basic level knowledge of the operation of such equipment sufficient to engage appropriate IT resources for troubleshooting.

Temporary Personnel-Office Service Categories

Clerical Support Services (Calculations, File, Fiscal, Legal, Medical)

Perform a wide variety of clerical support duties, including but not limited to: typing, filing, or copying of correspondence, invoices, receipts, and other records in alphabetical or numerical order per the filing system used by the purchasing entity. Locate, retrieve, and file hard copy documents and open, edit, and save electronic files to various locations. Prepare incoming and outgoing mail for distribution. Duties may include; completing and filing records and forms. Provide basic bookkeeping, accounting, auditing, and billing support by coding, calculating, posting, or updating financial, payroll, accounts payable, accounts receivable, or budget type records, work with numerical data to keep records complete, and file records and forms. Some knowledge of financial terminology, payroll procedures, and budget preparation may be required. Ability to compute, classify, and record numerical data to keep financial records complete. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Data Entry and Word Processing Services

Operate standard office equipment with alphabetic or numeric keyboard; enter, verify, update, correct and retrieve information; enter information with speed and accuracy. Use office equipment (desktop, laptop, typewriter, etc.) to prepare letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. Review and correct drafts for compliance with originals. Edit documents using proper grammar, punctuation, and spelling. Send and receive e-mail. Duties may include verifying data and preparing materials as specified by purchasing entity. Clerical support services may be incorporated into this service category. Follow and understand instructions for the development of final documents on word processing/computer equipment. Proofread and correct documents. Must have knowledge of business English, spelling, grammar, punctuation, math, knowledge of purchasing entity's software packages, and ability to learn within a reasonable time. May develop graphs, spreadsheets, charts, etc.

Administrative, Secretarial and Telephone Services

Provide support services that are essential to the operation of an office. Duties include scheduling, answering phones, typing, word processing, taking dictation, organization, and similar activities that support program areas as well as use of proper grammar, punctuation, and spelling when sending and responding to e-mail, drafting correspondence, scheduling appointments, proofreading or correcting documents, organizing and maintaining files, conducting research, sharing information, receiving or escorting visitors to meetings, or arranging conference calls. May also be required to operate multi-line telephone systems or switchboards to relay incoming, outgoing, or interoffice calls. May respond to inquiries or obtain information for the public, customers, visitors, and other interested parties. Call center, customer services, and telephone operators may provide scripted instructions to address customer concerns and forwarding the request to technical support if outside the scope of predetermined responses.

Human Resource Support Services

Provide HR teams and departments with support services including, but not limited to: employee benefits, payroll, on-boarding, human services, and salary information. Provide program support in the hiring process, including but not limited to: responding to application submissions, or screening applications and resumes. Send and receive e-mail, review and process employee leave, attendance, and time sheets.

Executive, Legal, and Medical Secretarial Services

Provide a high-level of administrative support services that are essential to the operation of an office, including but not limited to: preparing executive correspondence or confidential reports. May organize business office operations, answer and route calls, create and respond to correspondence, and send and receive e-mail. Use

proper grammar, punctuation, and spelling in business communications. Interface with customers, the public, or executives and perform special assignments, studies, and routine administrative or secretarial functions. May be required to use and understand legal terminology, procedures, and document formats to prepare legal documents such as summonses, complaints, motions, and subpoenas. May also assist with legal research. May be required to use and understand medical terminology, or hospital, clinic, or laboratory practices or the ability to take and transcribe complex medical dictation. Duties include scheduling appointments, medical coding, and billing, compiling, and recording confidential medical data, generating medical reports, and correspondence. Assist with calendars, travel arrangements, reimbursement, scheduling meetings/rooms/office equipment/conference calls/events, etc. Track and maintain office supplies and equipment.

ADDITIONAL GUIDANCE FOR The Procurement of TEMPORARY PERSONNEL-OFFICE SERVICES from NYS PREFERRED SOURCES

The State Procurement Council directed the Office of General Services (“OGS”), as staff to the Procurement Council, to provide guidance to government agencies in the procurement of Temporary Personnel–Office Services from a preferred source. The definition does not include additional temporary service categories, job titles, and associated duties related to positions in which the temporary worker performs much of their work outside of an office setting, but may receive information from or report information to an office. In the course of discussions by the State Procurement Council members, the following additional titles were considered but ultimately excluded from the final definition:

**Bindery operators
Couriers/Messengers
Inspectors
Lifeguards
Sales Associates/Cashiers
Subway, Rail or Bus passenger counters, Temperature takers and Surveyors
Test administrators/monitors and proctors**

The definition allows a four-year degree to be a requirement for a Temporary Personnel-Office title, however, it does not allow the inclusion of professional titles. In practice, this is meant to allow individual agencies and local governments to define the necessary skills for a Temporary Personnel-Office title, however, we encourage all procurement officials to consider whether the requirement of a degree is integral to the success of a candidate in a Temporary Personnel–Office title, or whether the function is better served by making the requirements less formal and more skills based.

In many agencies and local governments, permanent titles that require a four-year degree are professional titles required to make high level decisions. Please take careful note of the notice to procurement officials, bullet 4 in the definition, that specifically identifies the types of professional titles that are not included in this definition.

In all cases, the definition is driven by the content of the work. Procurement officials should describe the work responsibilities needed first and then match them to the responsibilities outlined in the definition.

The State Procurement Council recognizes that individuals with disabilities may work from an alternative office environment (i.e. home office) if the accommodation is within the technological, operational, and security needs of the procuring agency. The absence of the requirement for all office personnel to report to a defined office environment does not permit the above listed titles, or similar titles where the majority of the work is performed outside of an office setting, to be procured under the Temporary Personnel – Office service category.

Additionally, any service application for Temporary Personnel – Office must specify the number of individuals to be employed under the contract, the type of work they will be expected to perform, and the number of hours they will be expected to work in order for OGS (if contract value exceeds \$50,000) or the requesting agency (if contract value is at or below \$50,000) to confirm price reasonableness and requisite labor ratios are met.

Procuring agencies are reminded that they must not develop specifications or scopes of services for any proposed engagement or solicitation to intentionally exclude a preferred source. Procurement officials should

attempt to separate titles that are preferred source eligible from unrelated temporary titles to maximize the opportunities for individuals with disabilities while minimizing the use of any titles that are not approved under this definition. They should also guard against combining unrelated titles for the convenience of managing one contract or vendor. Agencies should not use the OGS administrative services centralized contract unless the titles needed are not included as a preferred source title, they have a clear form, function, and utility requirement that cannot be met by the preferred sources, and/or they have authorization to proceed after having solicited the preferred sources for ability and availability to fill the need.

Job Descriptions and Qualifications

Lot 1 - "Office Worker Occupations"

Attachment 10

Job Descriptions and Qualifications

The following descriptions and qualifications contain the **minimum job requirements for each Title**. The Contractor shall be responsible for ensuring that each candidate possesses all the required licenses and certifications associated with each job title. An Authorized User reserves the right to request candidates with additional qualifications within their Request for Quote. The information below is presented numerically by Lot, then alphabetically within each Lot. Some Lots also have lot specific requirements in addition to the Job Descriptions and Qualifications listed in the Solicitation.

Lot 1 - "Office Worker Occupations"**Bookkeeping, Accounting, and Auditing Clerks**

Must have knowledge of basic bookkeeping, accounting and financial record keeping procedures. Some knowledge of financial terminology, payroll procedures, and budget preparation is also required; ability to compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. May also perform a variety of analysis.

Data Entry and Word Processing

Operate data entry equipment with alphabetic and numeric keyboard; enter, verify, update, correct and retrieve information; enter information with speed and accuracy. Use word processor/computer or typewriter to prepare letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. Review and correct drafts for compliance with originals. Edit using knowledge of grammar, punctuation and spelling. Enter and retrieve data on computer terminals. Duties may include verifying data and preparing materials for printing. May perform other clerical duties as assigned.

Executive Secretaries and Administrative Assistants

Must provide high-level administrative support by conducting research, preparing statistical reports and handling information requests in addition to performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff. Knowledge of office administration and management; proper grammar, punctuation and spelling; business communications and ability to take notes is necessary. May act as immediate supervisor's personal representative in dealing with public and in routine contacts with other State executives; perform special assignments, studies and routine administrative functions as specifically directed; screen incoming correspondence, refer to appropriate staff, and follow up to assure timely response. Perform related duties as required.

Executive Secretaries and Administrative Assistants Bi-Lingual Spanish/English

Must have full fluency in both English and Spanish language including reading, writing and speaking. Must provide high-level administrative support by conducting research, preparing statistical reports and handling information requests in addition to performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff. Knowledge of office administration and management; proper grammar, punctuation and spelling; business communications and ability to take notes is necessary. May act as immediate supervisor's personal representative in dealing with public and in routine contacts with other State executives; perform special assignments, studies and routine administrative functions as specifically directed; screen incoming correspondence, refer to appropriate staff, and follow up to assure timely response. Perform related duties as required.

File Clerks

File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested. Must be able to follow oral and written instructions.

Legal Secretaries

Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers, complex legal reports and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research. Must have knowledge of: legal terminology, business communications, and general clerical skills.

Mail Clerks, Except Mail Machine Operators and Postal Service

Prepare incoming and outgoing mail for distribution. Duties include time stamping, opening, reading, sorting, and routing incoming mail; sealing, stamping, and affixing postage to outgoing mail or packages; and keeping necessary records and completed forms.

Medical Secretaries

Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports and correspondence. Knowledge of business communications including proper English usage and general clerical skills. The Authorized User may also require the ability to take and transcribe complex medical dictation.

Personnel Recruiter

Seek out, interview, and screen applicants to fill existing and future job openings and promote career opportunities within an organization.

Public Relations Manager/Public Information Officer

Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; or if engaged in fundraising, plan and direct activities to solicit and maintain funds for special projects and nonprofit organizations. Establish and maintain effective working relationships with government officials and media representatives and use these relationships to develop new business opportunities. Write interesting and effective press releases, prepare information for media kits and develop and maintain company internet or intranet web pages. Develop and maintain the company's corporate image and identity, which includes the use of logos and signage. Respond to requests for information about employers' activities or status. Draft speeches for government officials, and arrange interviews and other forms of contact for them. Evaluate advertising and promotion programs for compatibility with public relations efforts.

Receptionists/ Secretaries, Except Legal, Medical, and Executive

Provide administrative support to program areas as well as perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, providing information to callers, receiving visitors, and arranging conference calls. Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.

Switchboard Operators, Including Answering Service

Operate telephone business systems equipment or switchboards to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages.

assess availability of services; serve as consumer advocate; develop and implement discharge plans; and coordinate services with community providers. Advocate to ensure individuals receive appropriate treatment/services, and that their legal and human rights are protected, and promote effective and consistent utilization of services and resources. May be provided by an unlicensed person with a Bachelor's in Social Work degree, under the supervision of a licensed master social worker (LMSW) or licensed clinical social worker or provided by a New York State LCSW or LCSWs.

Stock Clerks, Stockroom, Warehouse, or Storage Yard

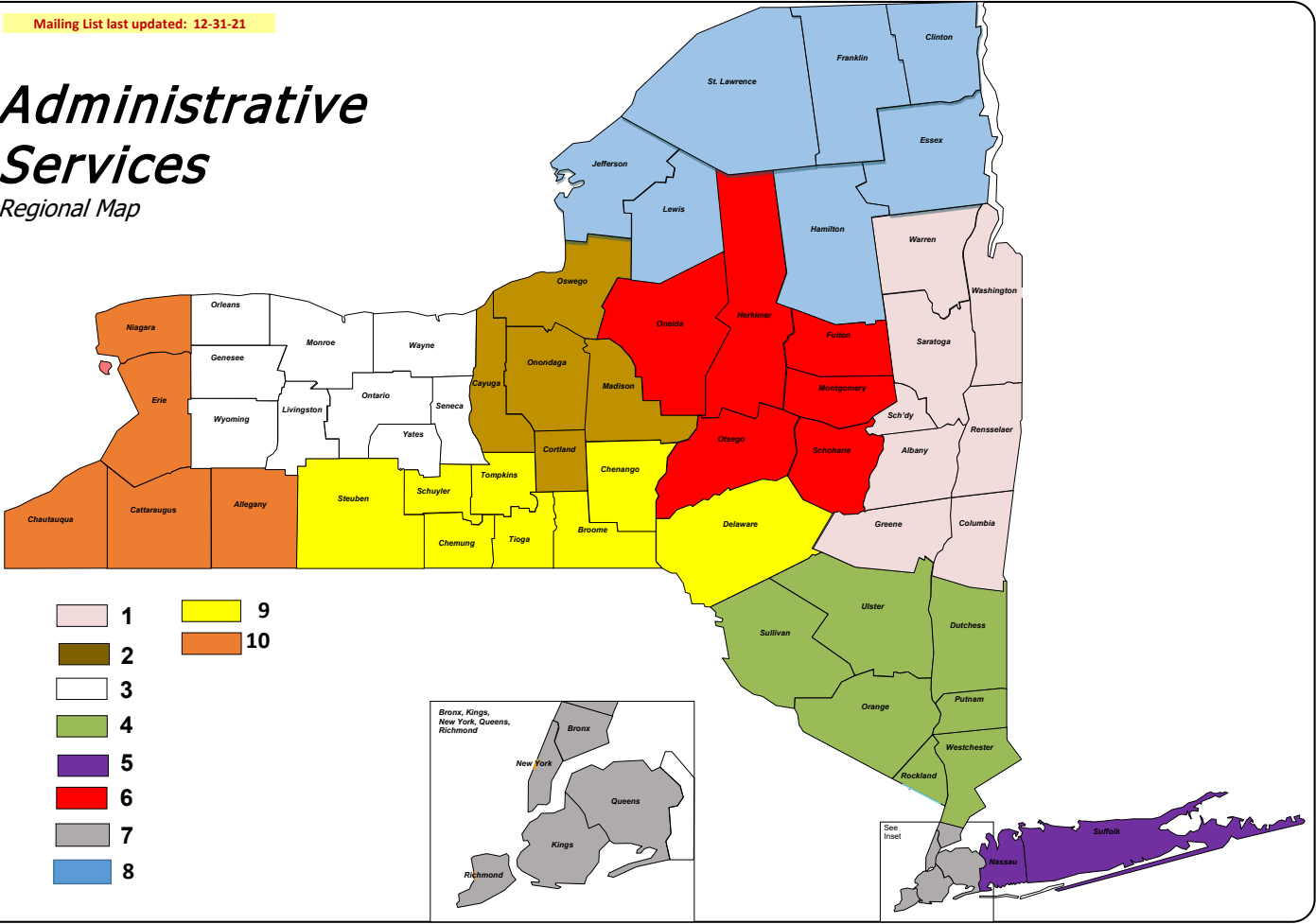
Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.

Lot 1 - Geographic Territories

Lot 1 Refers to Office Worker Occupations

The regional map is provided to for reference to the changing rates for office worker occupations throughout the State.

County	Region
Albany	1
Alegany	10
Bronx	7
Broome	9
Cattaraugus	10
Cayuga	2
Chautauqua	10
Chemung	9
Chenango	9
Clinton	8
Columbia	1
Cortland	2
Delaware	9
Dutchess	4
Erie	10
Essex	8
Franklin	8
Fulton	6
Genesee	3
Greene	1
Hamilton	8
Herkimer	6
Jefferson	8
Kings	7
Lewis	8
Livingston	3
Madison	2
Monroe	3
Montgomery	6
Nassau	5
New York	7
Niagara	10
Oneida	6
Onondaga	2
Ontario	3
Orange	4
Orleans	3
Oswego	2
Otsego	6
Putnam	4
Queens	7
Rensselaer	1
Richmond	7
Rockland	4
Saratoga	1
Schenectady	1
Schoharie	6
Schuyler	9
Seneca	3
St. Lawrence	8
Steuben	9
Suffolk	5
Sullivan	4
Tioga	9
Tompkins	9
Ulster	4
Warren	1
Washington	1
Wayne	3
Westchester	4
Wyoming	3
Yates	3



Bid Results from Traditional Temporary Office
Services Procurement (Not PS)

From: [Hancock, Stacey \(NYSHCR\)](#)
To: [Franchini, Colleen](#)
Cc: [Fiori, Timothy](#)
Subject: RE: Administrative Assistant Positions
Date: Monday, August 05, 2019 3:02:25 PM
Attachments: [image001.png](#)

Hi Colleen,

Please find the bid results for RFQ# AS2-HCR-36 for Administrative Staff Services.

If you have any questions feel free to contact me. Thank you.

Stacey Hancock

Senior Administrative Analyst

New York State Homes & Community Renewal
38-40 State St., Hampton Plaza, Albany, NY 12207

(518)-486-3930 | stacey.hancock@nyshcr.org

From: Franchini, Colleen <cfranchini@nyspsp.org>
Sent: Thursday, August 01, 2019 3:02 PM
To: Hancock, Stacey (NYSHCR) <Stacey.Hancock@nyshcr.org>
Cc: Fiori, Timothy <tfiori@nyspsp.org>
Subject: Administrative Assistant Positions

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

Dear Stacey,

I would like to obtain these bid results to use for comparison pricing in an application to OGS for the approval to do temporary services.

As we are not a competing entity but a preferred source would you be able to share the results with me?

Thank you,
Colleen Franchini

-

Colleen Franchini
Manager, Administration

136 State Street -2nd Floor
Albany, NY 12207
518-621-0640 (desk)
518-421-1926 (mobile)
CFranchini@nyspsp.org
NYSPPSP.org



[Click to watch a video about NIB](#)

From: Hancock, Stacey (NYSHCR) <Stacey.Hancock@nyshcr.org>
Sent: Thursday, February 21, 2019 3:09 PM
To: Services <Services@nib.org>
Subject: Administrative Assistant Positions

Good Afternoon,

Our agency would like to request Temporary Services for (4) **Full Time** Administrative Assistants for at least a two year term. We would need them to be available as of April 1st, 2019. The location will be 25 Beaver Street, New York, NY 10004. Hours may vary. Please see additional information attached.

Please forward any applicable resumes to me for review.

Thank you,

Stacey Hancock
Senior Administrative Analyst

New York State Homes & Community Renewal
38-40 State St., Hampton Plaza, Albany, NY 12207

(518)-486-3930 | stacey.hancock@nyshcr.org

ATTACHMENT #12
REQUEST FOR QUOTE
LOTS 1, 4, 5, 7, 8, 9, 10, 11

RFQ# AS2-HCR-36
(Agency Use Only)

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Quotation Issue Date	Closing Date for Questions	Date for Responses to Questions	Quotation Closing Date
03/14/2019	03/18/2019	03/19/2019	03/22/2019

Region:	Region 7
Lot:	Lot 1 - Office Worker Occupations
Title:	Executive Secretaries and Administrative Assistants
# of Positions:	4
Locations:	25 Beaver Street, NY NY 10004

Below are additional details pertaining to this RFQ. Note that dates and times entered may be adjusted by the requesting Authorized User.

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- 2) Contractors may only respond to titles they have been awarded on the Centralized Contract.
- 3) Proposed rates may not exceed the posted not-to-exceed rates on the Centralized Contract.

Contractor Name:

Contract #PS:

Estimated Start Date for Services	Estimated End Date for Services	Daily Hours	Number of Individuals Required	Bill Rate Per Hour (Completed by Contractor)	Overtime Bill Rate (if applicable) (Completed by Contractor)	Total Background Check Fees Per Individual (Completed by Contractor)
04/01/2019	03/31/2021	7.5	4	19.00	27.00	
						11.46

Overtime May Be Required: (Choose One) Yes ☐ No ☒

Part Time: ☐ Full Time: ☒ Travel Required: Yes ☐ No ☒

MWBE Goals: Yes ☐ No ☒ If Yes, Goal % SDVOB Goals: Yes ☐ No ☒ If Yes, Goals%

ATTACHMENT #12
REQUEST FOR QUOTE
LOTS 1, 4, 5, 7, 8, 9, 10, 11

RFQ# AS2-HCR-36
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03/14/2019	03/18/2019	03/19/2019	03/22/2019

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Lot:	Lot 1 - Office Worker Occupations
Title:	Executive Secretaries and Administrative Assistants
# of Positions:	4
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Contract #PS:

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04/01/2019	03/31/2021	7.5	4	21.00	31.50	0

Overtime May Be Required: (Choose One) Yes ☐ No ☒

Part Time: ☐ Full Time: ☒ Travel Required: Yes ☐ No ☒

MWBE Goals: Yes ☐ No ☒ If Yes, Goal % SDVOB Goals: Yes ☐ No ☒ If Yes, Goals%

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LOTS 1, 4, 5, 7, 8, 9, 10, 11

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Region:	Region 7
Lot:	Lot 1 - Office Worker Occupations
Title:	Executive Secretaries and Administrative Assistants
# of Positions:	4
Locations:	25 Beaver Street, NY NY 10004

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Contract #PS:

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04/01/2019	03/31/2021	7.5	4	21.00	31.50	0

Overtime May Be Required: (Choose One) Yes ☐ No ☒

Part Time: ☐ Full Time: ☒ Travel Required: Yes ☐ No ☒

MWBE Goals: Yes ☐ No ☒ If Yes, Goal % SDVOB Goals: Yes ☐ No ☒ If Yes, Goals%

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LOTS 1, 4, 5, 7, 8, 9, 10, 11

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Region:	Region 7
Lot:	Lot 1 - Office Worker Occupations
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Locations:	25 Beaver Street, NY NY 10004

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Contract #PS:

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04/01/2019	03/31/2021	7.5	4	23.80		93.00

Overtime May Be Required: (Choose One) Yes ☐ No ☒

Part Time: ☐ Full Time: ☒ Travel Required: Yes ☐ No ☒

MWBE Goals: Yes ☐ No ☒ If Yes, Goal % SDVOB Goals: Yes ☐ No ☒ If Yes, Goals%

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Lot:	Lot 1 - Office Worker Occupations
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3) Proposed rates may not exceed the posted not-to-exceed rates on the Centralized Contract.

Contractor Name:

Contract #PS:

Estimated Start Date for Services	Estimated End Date for Services	Daily Hours	Number of Individuals Required	Bill Rate Per Hour (Completed by Contractor)	67911 Overtime Bill Rate (if applicable) (Completed by Contractor)	Total Background Check Fees Per Individual (Completed by Contractor)
04/01/2019	03/31/2021	7.5	4			
				\$26.30	\$39.45	\$161.35

Overtime May Be Required: (Choose One) Yes ☐ No ☒

Part Time: ☐ Full Time: ☒ Travel Required: Yes ☐ No ☒

MWBE Goals: Yes ☐ No ☒ If Yes, Goal % SDVOB Goals: Yes ☐ No ☒ If Yes, Goals%

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LOTS 1, 4, 5, 7, 8, 9, 10, 11

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Region:	Region 7
Lot:	Lot 1 - Office Worker Occupations
Title:	Executive Secretaries and Administrative Assistants
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04/01/2019	03/31/2021	7.5	4	27.09	35.22	

Overtime May Be Required: (Choose One) Yes ☐ No ☒

Part Time: ☐ Full Time: ☒ Travel Required: Yes ☐ No ☒

MWBE Goals: Yes ☐ No ☒ If Yes, Goal % SDVOB Goals: Yes ☐ No ☒ If Yes, Goals%

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Contractor Name
Contract #PS:

Estimated Start Date for Services	Estimated End Date for Services	Daily Hours	Number of Individuals Required	Bill Rate Per Hour (Completed by Contractor)	Overtime Bill Rate (if applicable) (Completed by Contractor)	Total Background Check Fees Per Individual (Completed by Contractor)
04/01/2019	03/31/2021	7.5	4	\$33	\$57	\$83

Overtime May Be Required: (Choose One) Yes ☐ No ☒

Part Time: ☐ Full Time: ☒ Travel Required: Yes ☐ No ☒

MWBE Goals: Yes ☐ No ☒ If Yes, Goal % SDVOB Goals: Yes ☐ No ☒ If Yes, Goals%

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Contractor Name:

Contract #PS:

Estimated Start Date for Services	Estimated End Date for Services	Daily Hours	Number of Individuals Required	Bill Rate Per Hour (Completed by Contractor)	Overtime Bill Rate (if applicable) (Completed by Contractor)	Total Background Check Fees Per Individual (Completed by Contractor)
04/01/2019	03/31/2021	7.5	4	\$38.50	\$57.75	\$80.00

Overtime May Be Required: (Choose One) Yes ☐ No ☒

Part Time: ☐ Full Time: ☒ Travel Required: Yes ☐ No ☒

MWBE Goals: Yes ☐ No ☒ If Yes, Goal % SDVOB Goals: Yes ☐ No ☒ If Yes, Goals%

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- 1) Bill Rate, Overtime Bill Rate (if applicable), and Total Background Check Fees are to be completed by the Contractor.
- 2) Contractors may only respond to titles they have been awarded on the Centralized Contract.
- 3) Proposed rates may not exceed the posted not-to-exceed rates on the Centralized Contract.

Contractor Name:

Contract #PS:

Estimated Start Date for Services	Estimated End Date for Services	Daily Hours	Number of Individuals Required	Bill Rate Per Hour (Completed by Contractor)	Overtime Bill Rate (if applicable) (Completed by Contractor)	Total Background Check Fees Per Individual (Completed by Contractor)
04/01/2019	03/31/2021	7.5	4	\$40.50		\$56.00

Overtime May Be Required: (Choose One) Yes ☐ No ☒

Part Time: ☐ Full Time: ☒ Travel Required: Yes ☐ No ☒

MWBE Goals: Yes ☐ No ☒ If Yes, Goal % SDVOB Goals: Yes ☐ No ☒ If Yes, Goals%

Clerical Support Services Category Support
(Calculations, File, Fiscal, Legal, Medical)



INVOICE

PLEASE REMIT TO:
AEROTEK PROFESSIONAL SERVICES
3689 COLLECTION CTR. DR.
CHICAGO IL 60693
UNITED STATES

Invoice No: OP08628288
Invoice Date: 04/04/2019
Period Ending: 03/23/2019
Payment Terms: Net 15
Due Date: 04/19/2019

NATIONAL INDUSTRIES FOR THE BLIND
ANN WALLING
3000 POTOMAC AVE
ALEXANDRIA VA 22314

INVOICE AMOUNT DUE: USD 1,404.00

For Billing Inquiries Call Nicholson, Stephanie at 866-562-3463 ext 410/694-5050 E-Mail: snichols@allegisgroup.com

Contractor	Date	Type	Qty	Rate	Total
Stephanie	03/23/19	REG	39.00	36.00	1,404.00

INVOICE TOTAL AMOUNT DUE: USD	1,404.00
--------------------------------------	-----------------

Data Entry and Word Processing Services
Category Support

General Services Administration (GSA)
Federal Supply Service (FSS)
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is <https://www.gsaadvantage.gov>.

Federal Supply Schedule Group 36:
Office, Imaging, and Document Solutions

Office and Scientific Equipment Center (FCG)

Contract Number: GS-25F-0024L

SIN 51 409 Network, Optical Imaging Systems and Solutions
SIN 51 500 Managed Print Services
SIN 51 505 Document Production Services
SIN 51 506 Document Conversion Services
SIN 51 507 Document Destruction Services
SIN 51 1000 Ancillary Supplies & Services

ILM Corporation of Virginia
1551 Jefferson Davis Hwy, Ste 200
Fredericksburg, VA 22401

Telephone: (540) 898-1406

Fax: (540) 898-3762

E-Mail: ilmsga@ilmcorp.com

Website: www.ilmcorp.com

Business Size: Small; SBA certified HUBZone small business

Contract Period: April 13, 2001 to April 12, 2021

Current through contract modification PA-0021, dated March 5, 2018.

CUSTOMER INFORMATION**1. TABLE OF AWARDED ITEMS****LABOR CATEGORY SERVICES**

Applicable SIN(s)	ILM Item #	Service Category (Job Title/Task)	Unit of Issue	GSA Price (excluding IFF)	IFF (GSA's Industrial Funding Fee)	GSA Price (including IFF)
51 409 - 51 500 - 51 505 - 51 506	PGM1	Program Manager	hourly rate	\$126.10	0.75%	\$127.05
51 409 - 51 500 - 51 505 - 51 506	PRJ1	Project Manager	hourly rate	\$116.40	0.75%	\$117.27
51 409 - 51 500 - 51 505 - 51 506	SAN1	Computer Systems Analyst I	hourly rate	\$72.75	0.75%	\$73.30
51 409 - 51 500 - 51 505 - 51 506	SAN2	Computer Systems Analyst II	hourly rate	\$77.60	0.75%	\$78.18
51 409 - 51 500 - 51 505 - 51 506	SAN3	Computer Systems Analyst III	hourly rate	\$92.15	0.75%	\$92.84
51 409 - 51 500 - 51 505 - 51 506	PRG1	Programmer I	hourly rate	\$63.05	0.75%	\$63.52
51 409 - 51 500 - 51 505 - 51 506	PRG2	Programmer II	hourly rate	\$72.75	0.75%	\$73.30
51 409 - 51 500 - 51 505 - 51 506	PRG3	Programmer III	hourly rate	\$82.45	0.75%	\$83.07
51 409 - 51 500 - 51 505 - 51 506	DBM1	Database Manager I	hourly rate	\$67.90	0.75%	\$68.41
51 409 - 51 500 - 51 505 - 51 506	DBM2	Database Manager II	hourly rate	\$79.54	0.75%	\$80.14
51 409 - 51 500 - 51 505 - 51 506	SAP1	Senior Applications Developer	hourly rate	\$123.19	0.75%	\$124.11
51 409 - 51 500 - 51 505 - 51 506	IMG1	Imaging Design / System Engineer	hourly rate	\$123.19	0.75%	\$124.11
51 409 - 51 500 - 51 505 - 51 506	LGM1	Logistics Manager	hourly rate	\$38.80	0.75%	\$39.09
51 409 - 51 500 - 51 505 - 51 506	DPP1	Document Preparation Clerk I	hourly rate	\$28.13	0.75%	\$28.34
51 409 - 51 500 - 51 505 - 51 506	GCL1	General Clerk I	hourly rate	\$26.19	0.75%	\$26.39
51 409 - 51 500 - 51 505 - 51 506	GCL2	General Clerk II / Doc Prep Clerk II	hourly rate	\$30.07	0.75%	\$30.30
51 409 - 51 500 - 51 505 - 51 506	GCL3	General Clerk III / Doc Prep Specialist	hourly rate	\$32.98	0.75%	\$33.23

Applicable SIN(s)	ILM Item #	Service Category (Job Title/Task)	Unit of Issue	GSA Price (excluding IFF)	IFF (GSA's Industrial Funding Fee)	GSA Price (including IFF)
51 409 - 51 500 - 51 505 - 51 506	SCP1	Document Processing I / Scanning Operator	hourly rate	\$31.04	0.75%	\$31.27
51 409 - 51 500 - 51 505 - 51 506	SCP2	Document Processing II / Scanning Specialist	hourly rate	\$40.74	0.75%	\$41.05
51 409 - 51 500 - 51 505 - 51 506	DEX1	Data Entry / Indexing Technician I	hourly rate	\$31.04	0.75%	\$31.27
51 409 - 51 500 - 51 505 - 51 506	DEX2	Data Entry / Indexing Technician II	hourly rate	\$38.80	0.75%	\$39.09
51 409 - 51 500 - 51 505 - 51 506	QAS1	Quality Assurance Specialist I	hourly rate	\$47.53	0.75%	\$47.89
51 409 - 51 500 - 51 505 - 51 506	QAS2	Quality Assurance Specialist II	hourly rate	\$56.26	0.75%	\$56.68
51 409 - 51 500 - 51 505 - 51 506	DRV1	Driver / Messenger / Courier	hourly rate	\$33.95	0.75%	\$34.20

Labor category descriptions located at the end of this document.

SERVICES PROVIDED ON A PER UNIT BASIS:

for SIN 51-506 Document Conversion Services (DCS) only

SIN	ITEM#	Item	Unit of issue	GSA UNIT PRICE
		DOCUMENT PREP & HANDLING		
51 506	DPH1	Basic	Per page	included
		SCANNING/IMAGING		
51 506	SCN1	paper to TIFF file, under 150,000 pages	Per page	\$ 0.1200
51 506	SCN2	paper to TIFF file, 150,000 pages or more	Per page	\$ 0.1176
51 506	SCN3	16mm microfilm to TIFF file	Per page	\$ 0.0588
		INDEXING/CODING		
51 506	IDX1	Standard indexing	Each index	included
51 506	IDX2	Additional indexing	Each index	\$ 0.0196
		PDF CONVERSION		
51 506	PDF1	8.5 x 11 paper to PDF image only	Per page	\$ 0.1372
51 506	PDF2	8.5 x 11 paper to PDF plus edited text	Per page	\$ 1.9110



Schedule
Contract GS-03F-0015V

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

(Pricelist current through Modification # PS-0021, dated November 12, 2013)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: www.GSAAdvantage.gov

Office, Imaging and Document Solutions

FSC Group 36

Contract number: **GS-03F-0015V**

Contract period: November 20, 2008 through November 19, 2018

Xerox Federal Solutions, LLC
8260 Willow Oaks Corporate Drive
Fairfax, VA 22031
Attention: Charlene Baptiste
Office Phone 703-891-8764
FAX: 703-891-8801
www.xerox.com

Business Size: Large

Prices Shown Herein are Net (discount deducted)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov

SIN 51-504 Service Descriptions and Pricing

Color Scanning (per page)

GSA Price → \$0.1547

Scanning as color or 256 grayscale for documents up to 8.5" by 14" up to 300 dpi. Images will be formatted in a Group IV TIFF or PDF format as generated during the scanning process or as defined by the Customer's requirements. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Prices assume documents in scan-read condition. Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

Data Entry (per 1000 characters)

GSA Price → \$4.95

Price is per 1,000 output characters. Price quoted to the requesting agency may be stated in terms of a per document price, based on the character pricing contained herein. Price guarantees 99% field accuracy and 72 hour turnaround. Material to be collected is located in a consistent location within the document and assumes legible hand printed or typewritten text. Capture of data does not require extensive analysis. Staff will enter items as represented on the source form. Entry methodology is single pass at an assumed minimum throughput of 6000 characters per hour. The captured data is delivered in a delimited ASCII format.

FAX Receipt (per image)

GSA Price → \$0.0412

Inbound receipt of faxed documents to be systematically incorporated into workflow for subsequent indexing, data capture, or conversion to archival image format.

Imaging / Scanning (per image)

GSA Price → \$0.0577

Scanning as bitonal (black and white) for documents up to 8.5" by 14" up to 300 dpi. Images will be formatted in a Group IV TIFF or PDF format as generated during the scanning process or as defined by the Customer's requirements. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Prices assume documents in scan-read condition. Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

Imaging / Scanning – Large Images (per image)

GSA Price → \$0.9795

Bitonal (black and white) scanning for documents in excess of 8.5" by 14" up to 300 dpi. Images will be created in TIFF Group IV format. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

Administrative, Secretarial and Telephone Services
Category Support



CUSTOMER NUMBER	CUSTOMER P.O.#	#	ORIGINATING OFFICE
075/1004-003		075	Rochester NY - Com

DATE	INVOICE NUMBER
4/02/19	063844

Page 1

574 Ridge Rd. W.
Rochester, NY 14615-0000

For Week Ending: 3/30/19

BILL TO	ABVI GOODWILL ATTN: ACCOUNTS PAYABLE 422 SOUTH CLINTON AVE ROCHESTER	NY	14620-0000
--------------------	---	----	------------

JOB SITE	ABVI GOODWILL
	546 SOUTH CLINTON AVE
	ROCHESTER NY 14620-0000

[illegible]

PLEASE RETURN THIS PORTION FOR PROPER CREDIT

CUSTOMER NUMBER	DATE	INVOICE NUMBER	AMOUNT DUE
075/1004-003	4/02/19	063844	903.20

#	ORIGINATING OFFICE	AMOUNT PAID
075	Rochester NY - Com	

PLEASE REMIT TO
Nesco Resource
PO BOX 901372
Cleveland, OH 44190-1372

FOR QUESTIONS ABOUT THIS INVOICE
PLEASE CALL (585) 865-0780

TERMS: Total amount due upon receipt. Accounts 30 days past due subject to interest of 1 1/2% per month (18% annual rate). If referred to attorney for collection customer shall pay reasonable attorney fees and court costs.

Human Resource Support Services
Category Support

Page: 1
Invoice Date: 04/08/2019
Invoice Number: 53174100
Customer Number: 001910367
Fed Tax ID: 94-1648752

Labor Invoice – DUE UPON RECEIPT

Personal & Confidential

Ann Walling
NATIONAL INDUSTRIES FOR THE BLIND
1310 Braddock Place
Alexandria VA 22314

Please Remit To:

Accountemps
12400 COLLECTIONS CENTER DRIVE
CHICAGO IL 60693

Pay Online: <https://www.roberthalf.com/pay>

Line	Employee Name	Wk End Dt	"Report-To" Supervisor	Qty	UOM	Bill Rate	Amount
1	Marie	04/05/2019	Laney, Carrie	21.00	HRS REG	\$ 43.20	\$ 907.20
Subtotal for Week-Ended: 04/05/2019				21.00	HRS		\$ 907.20

Invoice Subtotal: \$ 907.20

TOTAL AMOUNT DUE: \$ 907.20

We provide more timely and accurate information to the business community by sharing our accounts receivable information with National Credit Reporting Agencies.

Any questions regarding this invoice, please call or email:
(800) 533-8435 / inquiries.bos@roberthalf.com

For qualified temporary accounting and finance professionals please call:
(800) 803-8367

Please detach and return this remittance stub with your payment.

Thank you for choosing Accountemps!

Accountemps
12400 COLLECTIONS CENTER DRIVE
CHICAGO IL 60693

Customer Number	Invoice Number	Total Amount
00000001910367	53174100	\$ 907.20

0000000191036753174100000907201

Executive, Legal, and Medical Secretarial Services

Please note bid results could also be
in the categories of Clerical and
Administrative/Secretary

JOHN WATSON, ESQ.

General Counsel

Office of Victim Services

Alfred E. Smith State Office Building

80 South Swan Street – 2nd Floor

Albany, New York 12210

518-457-8066

518-457-8658 (Fax)

www.ovs.ny.gov

August 9, 2019

Colleen Franchini, Manager

NYSPSP

136 State Street, Second Floor

Albany, New York 12207

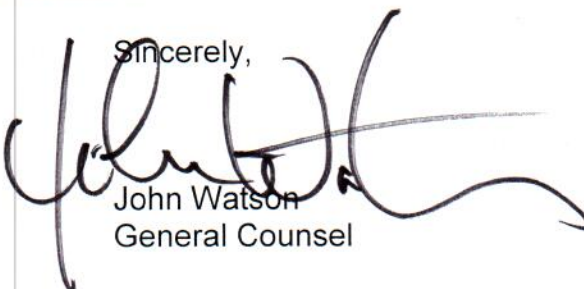
Ms. Franchini:

This letter is in response to your Freedom of Information Law (FOIL) request dated July 16, 2019 and received by the New York State Office of Victim Services (OVS or Office) on the same date for information related to:

. . . invoices for the payments made to FUSCO Personnel for under this contract (contract number 3433).

Enclosed, please find the records related to your request.

Sincerely,

A handwritten signature in dark ink, appearing to read 'John Watson', with a long horizontal flourish extending to the right.

John Watson
General Counsel



**Office of
Victim Services**

Franchini, Colleen

From: Watson, John (OVS) <John.Watson@ovs.ny.gov>
Sent: Tuesday, August 13, 2019 9:24 AM
To: Franchini, Colleen
Subject: FW: Fusco

Importance: High

See below.

John Watson

General Counsel

New York State Office of Victim Services
Alfred E. Smith State Office Building
80 South Swan Street, 2nd Floor
Albany, New York 12210-8002

(518) 457-8066 | john.watson@ovs.ny.gov

www.ovs.ny.gov

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Subject: Fusco

The title of the position for the Invoices provided to you is Legal Secretary. This falls within Lot 1 – Office Worker Occupations on the Administrative Services Award #23057.

Lori J. Oliver

Contract Management Specialist 1

New York State Office of Victim Services

Alfred E. Smith State Office Building

80 South Swan Street, 2nd Floor

Albany, New York 12210-8002

(518) 457-8471 | lori.oliver@ovs.ny.gov



www.fuscopersonnel.net

4 Executive Park Drive
Albany, New York 12203
518.869.6100
Fax 518-869-5357

INVOICE

INVOICE DATE:

79679

Apr 3, 2018

SOLD TO:

NYS OFFICE OF VICTIM SERVICES
OVS01400 AE SMITH BUILDING
OFFICE OF VICTIM SERVICES FL 2
ALBANY, NY 12210-8002



CUSTOMER ID	PURCHASE ORDER	PAYMENT TERMS	PAGE
NYS OFFICE OF VICTIM	OV01-0000004946	Net 10 Days	4/13/18

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
14.50			19.50	282.75
		W/E 4-01-18		
		VENDOR#1000007170		
			TOTAL	282.75





FUSCO
PERSONNEL

www.fusco personnel.net

4 Executive Park Drive
Albany, New York 12203

518.869.6100
Fax 518-869-5357

INVOICE

INVOICE DATE:

2018 APR 18 PM 3:35

79685

Apr 5, 2018

SOLD TO:

NYS OFFICE OF VICTIM SERVICES
OVS01400 AE SMITH BUILDING
OFFICE OF VICTIM SERVICES FL 2
ALBANY, NY 12210-8002

CUSTOMER ID	PURCHASE ORDER	PAYMENT TERMS	PAGE
NYS OFFICE OF VICTIM	OVS01-0000004946	Net 10 Days	1/15/18

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
		BACKGROUND CHECK FEE		148.00
OKAY TO PAY - 04/18/2018 INV #79685 DATED 04/05/2018 VENDOR # 1000007170 APPLY \$ 148.00 TO P.O. #OVS01-0000004946 CONTRACT #00000000000000000034333 LINE # 3				
TOTAL				148.00



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

LISA J. PINO, M.A., J.D.
Executive Deputy Commissioner

August 20, 2020

Colleen Franchini
NYSPSP
136 State Street, 2nd Floor
Albany, NY 12207

FOIL #: 19-10-168

Dear Ms. Franchini:

This letter responds to your Freedom of Information Law (FOIL) request of October 10, 2019, in which you requested:

[R]ate sheets or invoices with billable rates for the following categories of employment:

1. Clerical Support Services (Calculations, File, Fiscal, Legal, Medical)
2. Data Entry and Word Processing Services
3. Administrative, Secretarial and Telephone Services
4. Human Resource Support Services
5. Executive, Legal, and Medical Secretarial Services on the above mentioned Temporary Services Contract under contract PS67878 Beatty's Services INC.

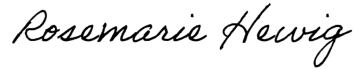
Please provide invoices or purchase orders with temporary office worker title and associated pay rates from 2016-present.

I have enclosed documents responsive to your request. Certain information contained in these records has been redacted pursuant to New York State Public Officers Law §87(2)(b), because disclosure "would constitute an unwarranted invasion of personal privacy."

Should you feel that you have been unlawfully denied access to records, you may appeal such denial in writing within 30 days to the Records Access Appeals Officer, Division of Legal Affairs, Empire State Plaza, 2438 Corning Tower, Albany, New York 12237-0026.

If you require additional information or wish to discuss this matter further, please do not hesitate to contact me at (518) 474-8734.

Sincerely,

A handwritten signature in cursive script that reads "Rosemarie Hewig".

Rosemarie Hewig, Esq.
Records Access Officer

RH/dt



Beatty's Services Inc
100 Allen Street
Hackensack, NJ 07601
(800)878-9658
memployment@beattys2.com

INVOICE

BILL TO

NYS Dept of Health - Albany
Riverview Center
150 Broadway
Suite 355
Albany, NY 12204

INVOICE # 1110-994**DATE** 02/04/2018**DUE DATE** 03/06/2018**TERMS** Net 30

Don-00000
PO# 19264

Approved Against

P.O. NUMBER**WEEK ENDING SUN****SALES REP****ACTIVITY**

QuiEssence Price #OPMC32
Executive Secretaries and Administrative Assistants - 1/29 - 2/4
QuiEssence Price
Executive Secretaries and Administrative Assistants - 2/5 - 2/11

QTY **RATE** **AMOUNT**

15 15.82 237.30

37 15.82 585.34

R#30363
R#29865

BALANCE DUE**\$822.64**

Unit 34503609
approved by:
Stephanie Kedzior
3/5/18

RECEIVED
MAR 05 2018
OFFICE OF PROFESSIONAL
MEDICAL CONDUCT



Beatty's Services Inc
100 Allen Street
Hackensack, NJ 07601
(800)878-9658
memployment@beattys2.com

INVOICE

BILL TO

NYS Dept of Health - Albany
Riverview Center
150 Broadway
Suite 355
Albany, NY 12204

INVOICE # 1110-995**DATE** 03/14/2018**DUE DATE** 04/13/2018**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
QuiEssence Price Executive Secretaries and Administrative Assistants Wk 03/05/18-03/11/18	29.25	15.82	462.74

BALANCE DUE

\$462.74

Beatty's Services, Inc.
800-878-9658, opt 1

INVOICE 1110-995 DETAILS

DUE 04/13/2018

\$462.74

Review and pay

Powered by QuickBooks

Bill to

NYS Dept of Health - Albany
Riverview Center
150 Broadway
Suite 355
Albany, NY 12204

Terms

Net 30

QuiEssence Price

\$462.74

Executive Secretaries and Administrative Assistants Wk 03/05/18-03/11/18

29.25 X \$15.82

Balance due **\$462.74**

Suite 355
Albany, NY 12204

Terms

Net 30

QuiEssence Price

\$593.25

Executive Secretaries and Administrative Assistants (wk of 03/19/18-03/25/18)

37.50 X \$15.82

**Balance
due**

\$593.25

Review and pay

Beatty's Services Inc
100 Allen Street Hackensack, NJ 07601
(800)878-9658 memployment@beattys2.com

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Beatty's Services Inc
100 Allen Street
Hackensack, NJ 07601
(800)878-9658
memployment@beattys2.com

INVOICE

BILL TO

NYS Dept of Health - Albany
Riverview Center
150 Broadway
Suite 355
Albany, NY 12204

INVOICE # 1110-996

DATE 03/25/2018

DUE DATE 04/24/2018

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
QuiEssence Price	37.50	15.82	593.25
Executive Secretaries and Administrative Assistants (wk of 03/19/18-03/25/18)			

BALANCE DUE

\$593.25

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Beatty's Services Inc
100 Allen Street
Hackensack, NJ 07601
(800)878-9658
memployment@beattys2.com

INVOICE

BILL TO

NYS Dept of Health - Albany
Riverview Center
150 Broadway
Suite 355
Albany, NY 12204

INVOICE # 1110-997

DATE 04/01/2018

DUE DATE 05/01/2018

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
QuiEssence Price	33.75	15.82	533.93
Executive Secretaries and Administrative Assistants (wk of 3/26/18-4/1/18)			

BALANCE DUE

\$533.93

OPMC32 33.75 hours

Beatty's Services

Receipt #:

Timesheet - Timecard

Date Range: 3/25/2018 - 3/31/2018

Day	Actual Date & Time	Type	Rounded Date & Time	Err	Clock	Company		
Price, QuiEssence								
Mon	03/26/2018 09:00 AM	IND	03/26/2018 09:00 AM	TE	NYS Dept o	None	None	
Mon	03/26/2018 12:30 PM	OUT	03/26/2018 12:30 PM	TE	NYS Dept o	None	None	
Mon	03/26/2018 01:00 PM	INL	03/26/2018 01:00 PM	TE	NYS Dept o	None	None	
7.5	Mon	03/26/2018 05:00 PM	OUT	03/26/2018 05:00 PM	TE	NYS Dept o	None	None
	Tue	03/27/2018 09:00 AM	IND	03/27/2018 09:00 AM	TE	NYS Dept o	None	None
	Tue	03/27/2018 12:30 PM	OUT	03/27/2018 12:30 PM	TE	NYS Dept o	None	None
	Tue	03/27/2018 01:00 PM	INL	03/27/2018 01:00 PM	TE	NYS Dept o	None	None
7.5	Tue	03/27/2018 05:00 PM	OUT	03/27/2018 05:00 PM	TE	NYS Dept o	None	None
	Wed	03/28/2018 09:00 AM	IND	03/28/2018 09:00 AM	TE	NYS Dept o	None	None
	Wed	03/28/2018 12:30 PM	OUT	03/28/2018 12:30 PM	TE	NYS Dept o	None	None
	Wed	03/28/2018 01:00 PM	INL	03/28/2018 01:00 PM	TE	NYS Dept o	None	None
7.5	Wed	03/28/2018 05:00 PM	OUT	03/28/2018 05:00 PM	TE	NYS Dept o	None	None
	Thu	03/29/2018 09:00 AM	IND	03/29/2018 09:00 AM	TE	NYS Dept o	None	None
	Thu	03/29/2018 12:45 PM	OUT	03/29/2018 12:45 PM	TE	NYS Dept o	None	None
3.75	Fri	03/30/2018 09:00 AM	IND	03/30/2018 09:00 AM	TE	NYS Dept o	None	None
	Fri	03/30/2018 12:30 PM	OUT	03/30/2018 12:30 PM	TE	NYS Dept o	None	None
	Fri	03/30/2018 01:00 PM	INL	03/30/2018			None	None
7.5	Fri	03/30/2018 05:00 PM	OUT	03/30/2018			None	None
Total - 33.75								

Report Totals

1 employee(s)

Approval Karyn Amara 3/30/18

Dispatch via E-Mail

Corning Tower, Empire State Plaza
Albany NY 12237
United States

Supplier: 1000001340
BEATTYS SERVICES INC
12000 LAKESHORE DR 7B
OAKLAND CA 94606

NYS Location Name: MAINEPAY
NYS Location Description: MAINEPAY
NYS Contract ID: PS67878

Purchase Order	Date	Revision	Page
DOH01-0000019264	01/23/2018		1
Payment Terms	Freight Terms	Ship Via	
1/30 Net30	FOB Destination	Common	
Buyer	Phone	Currency	
MURRAY ANGELA		USD	

Ship To: See Detail Below

Attention: KEDZIOR,STEPHANIE

Bill To: AccountsPayable@ogs.ny.gov or
Building 5, 5th Floor
1220 Washington Ave
Albany NY 12226-1900
United States

Tax Exempt? Y **Tax Exempt ID:** NYS Exempt

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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1- 1 Unit ID: 3450369
dohbscliaison@health.ny.gov

Lot 1, Region 1

One Administrative Assistant for
Office of Professional Medical
Conduct
For 2/1/2018-3/31/2018

Ref. RFQ Dated 12/12/2017

Ship To: Riverview Center
150 Broadway, Suite 355
Albany NY 12204
United States

Schedule Total	4,864.65000
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Contract ID: 000000000000000000000034280 Version 1 Contract Line: 0 Category Line: 0 Release: 5
*** Purchase Order Not to Exceed 24 Months per RFQ ***

Item Total	4,864.65000
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Email invoices to AccountsPayable@ogs.ny.gov or mail to 1220 Washington Ave, Building 5, 5th floor, Albany, NY 12226- Invoices should include the following: Your NYS vendor identification number; Invoice Number; Invoice date; Valid purchase order number; Name of NYS Agency indicated on the purchase order; Agency unit id listed on the first line of the purchase order, if applicable; and line item details that match the purchase order line item details. Please be advised that incomplete invoices may be returned to the vendor for updating. For additional information on invoice submission visit our website:
<https://bsc.ogs.ny.gov/content/vendor-information>

Total PO Amount	4,864.65000
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Unauthorized